

Tentative Parcel Map: Standard Application (Environmental Subdivision)			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$0	\$0
ENVIRONMENTAL			
PDS REVIEW TEAMS			
STORMWATER			
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		None	
INITIAL DEPOSIT & FEE TOTAL			
\$0*			

* All Fees and Deposits are waived per the map act.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Map
- 240 Land Division Statement (See PDS-249A)
- 299 Supplemental Public Notice Certification
- 305 Ownership Disclosure
- 320 Evidence of Legal Parcel (and any deeds)
- 514 Public Notice Certification

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Maps: **Eleven (11) hard copies.**
- Public Notice Package (**see PDS-516 for Specific Requirements**).
- 277 Notice of Proposed Minor Subdivision: One (1) hard copy.
- 346 Discretionary Permit Application: One (1) hard copy.

PART C:

All items below are informational only and not to be submitted.

- 209 Defense and Indemnification Agreement FAQs
- 249A Tentative Parcel Map Applicant's Guide
- 298 Supplemental Public Notice Procedure
- 314 Major Use Permit Applicant's Guide
- 515 Public Notice Procedure
- 516 Public Notice Applicant's Guide
- 906 Signature Requirements

[Policy G-3: Determination of Legal Parcel](#)

[Policy I-49: Distribution of Notification of Land Use Hearings](#)

Submittal Appointments are no longer required.

Check-in at the main PDS counter no later than 3:30 p.m.

Submittal package MUST BE complete.

NOTES:

1. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
2. Please note: USB Flash Drive will not be returned.
3. Maps are to be stapled together in sets and folded to 8½" x 11" (Size of map: 1 or 2 sheets 18" x 26") with the lower right-hand corner exposed.
4. Also distribute form PDS-314. Some minor subdivisions may qualify for an exemption from CEQA application requirements.
5. Take in for CEQA exemption, no fees required.
6. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.